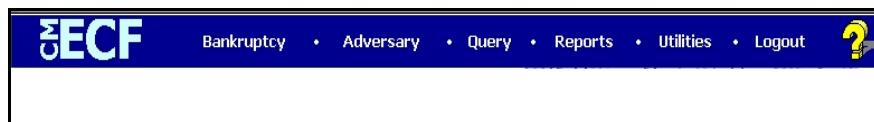


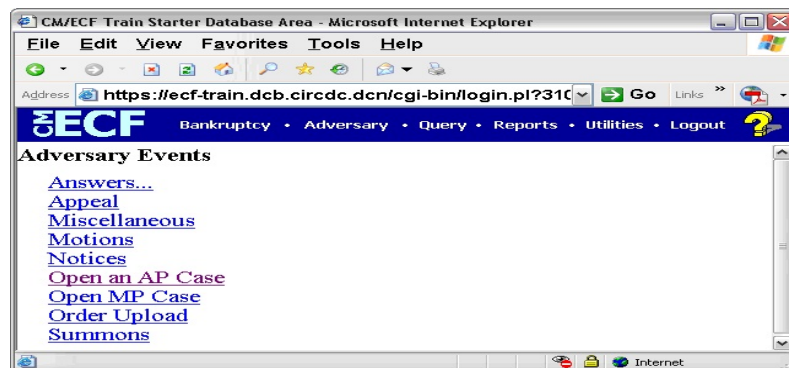
Adversary Case Opening For Attorneys

Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff, defendant, and basic statistical data. The complaint is incorporated into this process and will not need to be docketed separately. During the filing of this event (unlike the opening of a Bankruptcy Case), the attorney for the plaintiff must select himself/herself on the "Plaintiff Information" screen. (Refer to Step 7, page 5). The adversary cover sheet **must** be an attachment or part of the complaint pdf.

STEP 1 Click the Adversary hyperlink on the CM/ECF main menu bar.



STEP 2 Click on the Open an AP Case hyperlink displayed on the **ADVERSARY EVENTS** screen.



STEP 3 The **CASE DATA** screen displays.

A screenshot of the CM/ECF "Open Adversary Case" screen. It features the CM/ECF logo and navigation links at the top. Below the header, the title "Open Adversary Case" is displayed. The form contains three input fields: "Case type" with a dropdown menu showing "ap", "Date filed" with the date "9/4/2002", and "Complaint" with a dropdown menu showing "y". At the bottom of the form are two buttons: "Next" and "Clear".

The case number will be generated at the end of this process. Make sure you take note of it on the final screen.

- The current date is displayed next to **Date Filed**.
- The **Case Type** value is **ap** for adversary proceeding. There is no other selection.
- The Complaint field signifies the lead event for this proceeding. If you are filing something other than a complaint such as a Notice of Removal, select **(n)** for no.
- Click **[Next]**.

STEP 4 The **PLAINTIFF SEARCH** screen appears.

The screenshot shows a web browser window titled "CM/ECF Train Starter Database Area - Microsoft Internet Explorer". The address bar displays "https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?310727899045808-L_665_C". The page has a blue header with the "ECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". Below the header, the text "Open Adversary" is displayed. The main section is titled "Search for a plaintiff" and contains the following fields: "SSN", "Tax Id", "Last/Business name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons at the bottom of the form.

- Enter the last name of the plaintiff to be searched. If this is a business filing, enter the first word of the name to search the database. The entire business name is stored in the **Last/Business name** field. The field size is 200 characters.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (O'Brien, Zeta-Jones)
- Try alternate search clues if your first search is not successful.
- Partial names (minimum of two characters) can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)
- Do not search only by the asterisk * itself.

NOTE: Do not use the asterisk * by itself as search criteria. If just the asterisk is used, the entire database will be searched and require unnecessary systems resources and may degrade the response time.

STEP 5 The **SEARCH RESULTS** screen appears.

The screenshot shows a web browser window titled "CM/ECF Train Starter Database Area - Microsoft Internet Explorer". The address bar displays "https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?482019100622729-L_565_0-1". The page has a blue header with the "ECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". Below the header, the "Search for a plaintiff" section contains input fields for "SSN", "Tax Id", "Last/Business name", "First Name", and "Middle Name", along with "Search" and "Clear" buttons. The "Party search results" section shows a list of search results: "Household Finance, Household Finance Company, Household Finance Company Beneficial National Bank, Household Finance Corp., Household Finance Corp., Household Finance Corp. III,". Below the list are two buttons: "Select name from list" and "Create new party".

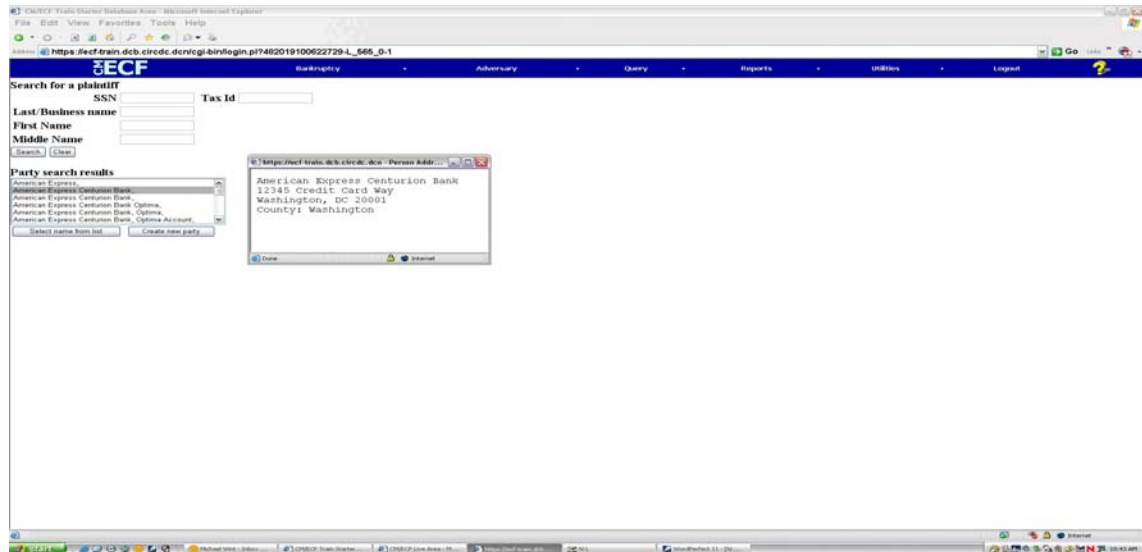
NOTE: If the designated party is already in the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and clicking on the **[Select Name From List]** button.

- If your party is not on the list, click the **[Create New Party]** button.

NOTE:

Your name search may find more than one record having the same name (as shown above). Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1) modify the address (for this case only) on the following PLAINTIFF INFORMATION screen, or 2) click on the **[Create new party]** button to add a new person record with this address.

**STEP 6**

The **PLAINTIFF INFORMATION** screen appears.

- Expand the **Role in Bankruptcy Case** selection pick list by clicking on the down arrow and making the appropriate selection.

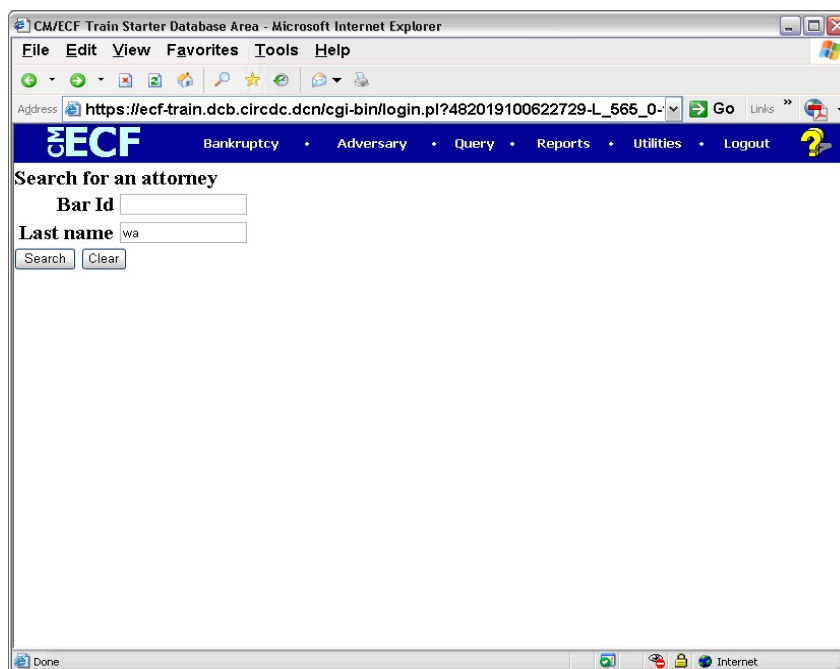
- The **Party Text** field is used for further party description, such as A California Corporation or Executor for the Estate of.... This information will appear on the caption of the docket report immediately after the party's name.
- Click on the **[Attorney]** button on the **PLAINTIFF INFORMATION** screen (above).

STEP 7

For adversary openings **ONLY**, you will need to add yourself as the attorney representing the plaintiff(s). Steps 7 - 9 will show you how.

- Your attorney record already exists on the court's database in an attorney roll that is maintained by court staff.

The **ATTORNEY SEARCH** screen allows you to retrieve your attorney record by either State Bar ID or Last Name (or partial Last Name.)



The screenshot shows a web browser window titled "CM/ECF Train Starter Database Area - Microsoft Internet Explorer". The address bar displays the URL: https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?482019100622729-L_565_0-. The page features a blue header with the "ECF" logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the section is titled "Search for an attorney". It contains two input fields: "Bar Id" and "Last name". The "Last name" field has the text "wa" entered. Below these fields are two buttons: "Search" and "Clear".

- This screen shot illustrates how you could search for the attorney Gregory Wade. The search clue entered in the Last name field is the first two letters (minimum required) of his last name.
- Click on **[Search]**.

- STEP 8** The **ATTORNEY SEARCH RESULTS** screen will display all the matches for the search clue you entered.

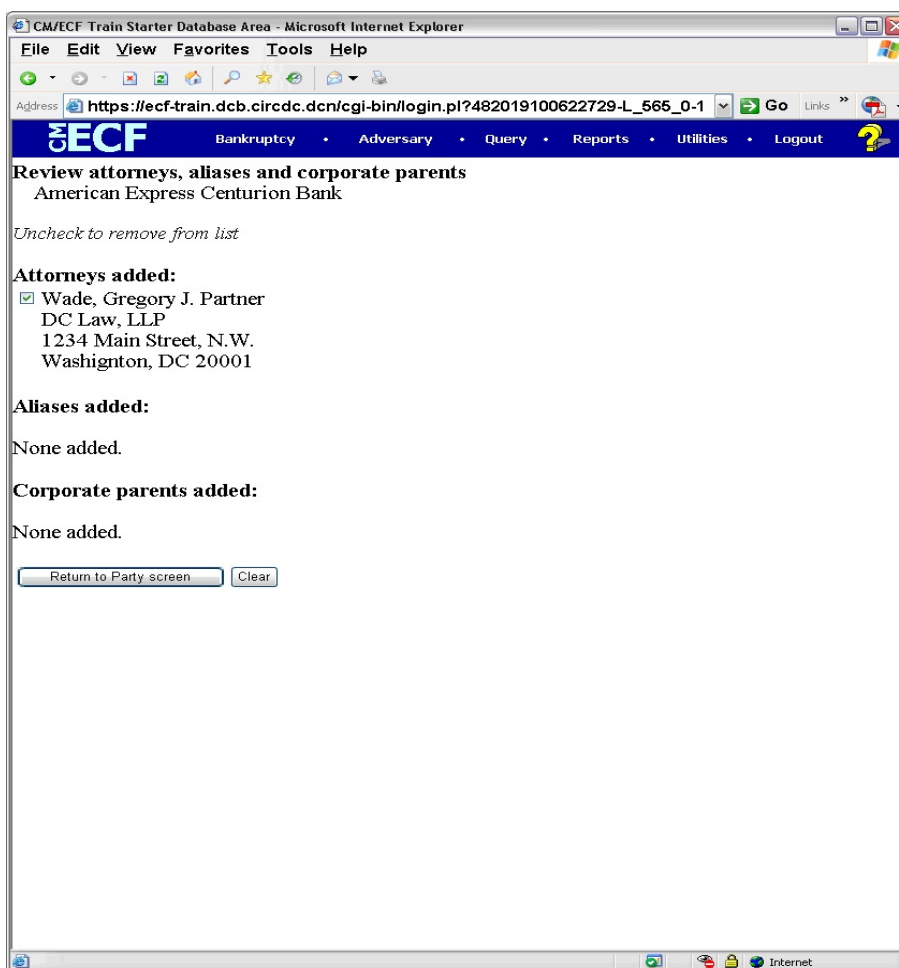
The screenshot shows a web browser window titled "CM/ECF Train Starter Database Area - Microsoft Internet Explorer". The address bar displays "https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?482019100622729-L_565_0-1". The page header includes "ECF" and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". The main section is titled "Attorney Information (Party American Express Centurion Bank,)". It contains two columns of form fields. The left column includes: "Last name" (Wade), "Middle name" (J), "Title" (Partner), "Office" (DC Law, LLP), "Address 2", "City" (Washington), "Zip" (20001), "Phone" ((202) 555-1234), and "E-mail" (gw@dcf.net). The right column includes: "First name" (Gregory), "Generation", "Bar Id" (12345), "Address 1" (1234 Main Street, N.W.), "Address 3", "State" (DC), "Country", and "Fax". Below these fields are buttons for "Add attorney", "Cancel attorney", and "Clear". A note states: "Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party."

- Highlight your name with your mouse and click on **[Select Name From List]**.

- STEP 9** The **ATTORNEY INFORMATION** screen displays the master attorney record from the court attorney roll.

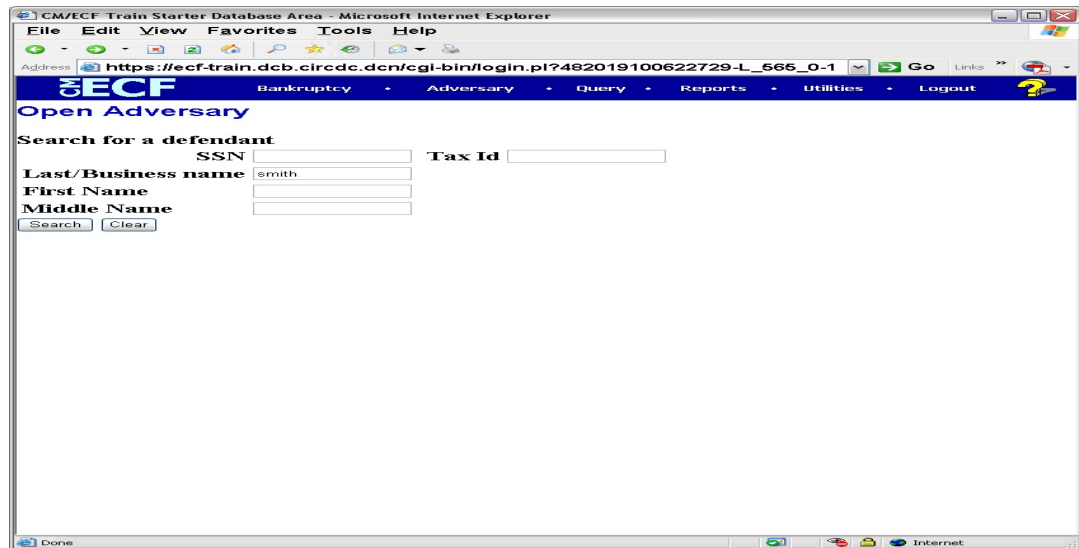
The screenshot shows a web browser window titled "CM/ECF Train Starter Database Area - Microsoft Internet Explorer". The address bar displays "https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?482019100622729-L_565_0-1". The page header includes "ECF" and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". The main section is titled "Search for an attorney". It includes fields for "Bar Id" and "Last name", with "Search" and "Clear" buttons. Below this is a section titled "Attorney search results" which contains a list box with the following names: "Wachtel, William B.", "Wade, Gregory M.", "Wadsworth, Jeffrey Allen", "Wagman, Robert D.", "Wagner, Brenda C.", and "Waite, Carol". The "Wade, Gregory M." entry is highlighted. Below the list box are buttons for "Select name from list" and "Create new attorney".

- Your attorney record can accommodate only one address. If the address for this case is different, make the changes to this screen. This will change professional and mailing information **FOR THIS CASE ONLY**.
- After verifying this information, click **[Add Attorney]** to associate this record with your plaintiff.
- The main **PLAINTIFF INFORMATION** screen appears again. At this time you can click on the **[Review]** button to verify attorney and alias information for this party. The figure below shows how this information is displayed.



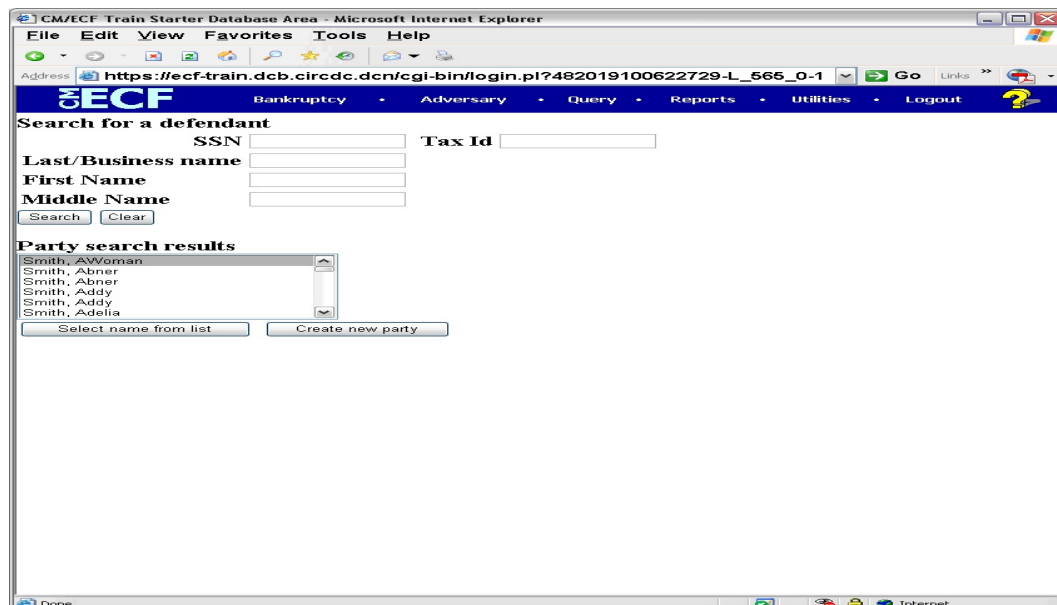
- Click on **[Return to Party screen]**.
- When the Plaintiff Information screen appears again, click **[Submit]**

- STEP 10** You have added the plaintiff. If there are no more plaintiffs, then click **[End plaintiff selection]** and add the defendant(s). The **SEARCH FOR A DEFENDANT** screen will appear for that purpose.



- Enter party information for the defendant Awoman Smith. Search by last name.

- STEP 11** When the **SEARCH RESULTS** screen appears, the party will be displayed because Awoman Smith is already a debtor in the bankruptcy case.



- Highlight the name and click on **[Select name from list]**.

- STEP 12** The **DEFENDANT INFORMATION** screen appears next with this party's data and address as it is recorded in the database from the bankruptcy case.

CM/ECF Train Starter Database Area - Microsoft Internet Explorer

Address: https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?482019100622729-L_565_0-1

ECF Bankruptcy Adversary Query Reports Utilities Logout

Defendant Information

AWoman Smith SSN: Unknown

Office Address 1 123 Main Street NW
Address 2 Apt. #5 Address 3
City Washington State DC Zip 20001
County Washington Country
Phone Fax
E-mail

Party text

Role in Bankruptcy Case

Attorney... Alias... Corporate parent... Review... Add all attorneys, aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

- If you don't know who the attorney for the defendant is, do not change the default address. You must select the **Role in Bankruptcy Case** by clicking on the down arrow for the role field. Make the appropriate selection and click on **[Submit]**. To add the defendant's attorney information repeat steps 7 - 9.
- The Defendant Search screen will reappear. If there are additional defendants, then complete steps 10-12 again. When all defendants have been entered, click on **[End defendant selection]**.

- STEP 13** The **LEAD CASE/ASSOCIATION TYPE** screen appears.

CM/ECF Train Starter Database Area - Microsoft Internet Explorer

Address: https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?196268532203258-L_565

ECF Bankruptcy Adversary Query Reports Utilities Logout

Open Adversary

Lead case number 06-30
Association type Adversary

Next Clear

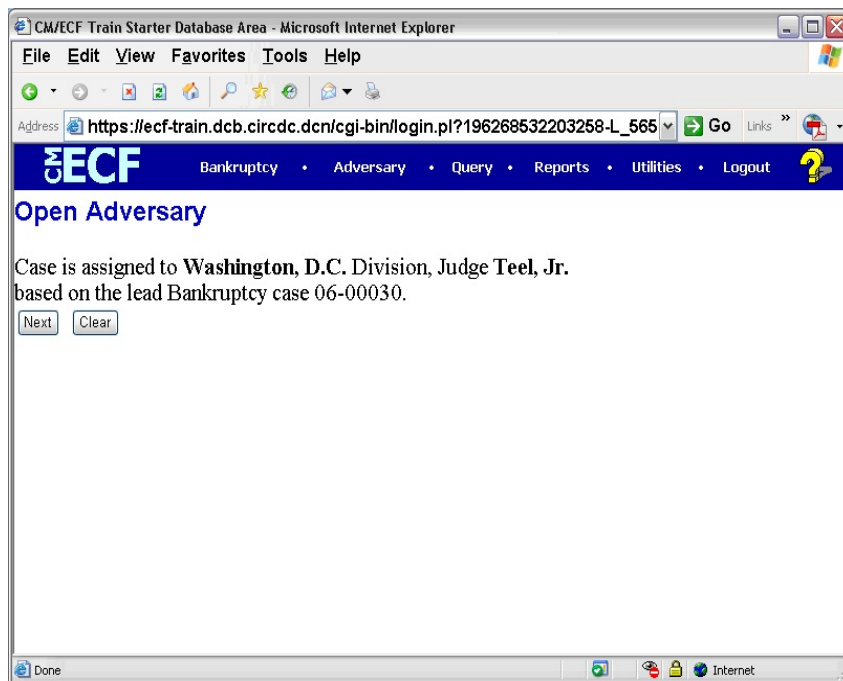
- Enter the **Lead Bankruptcy Case Number** in yy-nnnnn format, including the hyphen.

NOTE: If the case number is invalid or if the lead case does not reside on this database, an error message, “**YY-NNNNN is not a valid case. Please enter a valid value.**” is generated. You will not be able to proceed with the case opening process. Research the reason for the error.

Though inappropriate, If you **do not** enter any number in the **Lead Case Number** field the system **will** allow you to proceed with case opening.

- The **Association type** defaults to Adversary. Other selections are Consolidated, Jointly Administered, and Related. Leave the default as is and click **[Next]**.

STEP 14 The **CASE ASSIGNMENT** screen displays. Case assignment is based on the lead Bankruptcy case.



- Click **[Next]**.

STEP 15 The **ADVERSARY STATISTICAL** screen appears.

CM/ECF Train Starter Database Area - Microsoft Internet Explorer

Address: https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?196268532203258-L_565_0-1

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary

Party code: 3 U.S. not a Party

Primary nature of suit: none

Rule 23 (class action): n

Jury demand: None

Demand (\$000):

State law: n

Second nature of suit: none

Third nature of suit: none

Fourth nature of suit: none

Fifth nature of suit: none

Next Clear

Unless the US is a plaintiff or defendant in your case, accept the default **US not a Party**.

- For this exercise select **13 (Recover Money/Property - 548 fraudulent transfer)** as the Primary Nature of Suit of the complaint from the list below. Up to five "Nature of Suit" selections can be made during the opening of an adversary case.

CM/ECF Train Starter Database Area - Microsoft Internet Explorer

Address: https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?196268532203258-L_565_0-1

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary

Party code: 3 U.S. not a Party

Primary nature of suit: 13 (Recovery of money/property - 548 fraudulent transfer)

Rule 23 (class action): n

Jury demand: None

Demand (\$000):

State law: n

Next Clear

Primary nature of suit options:

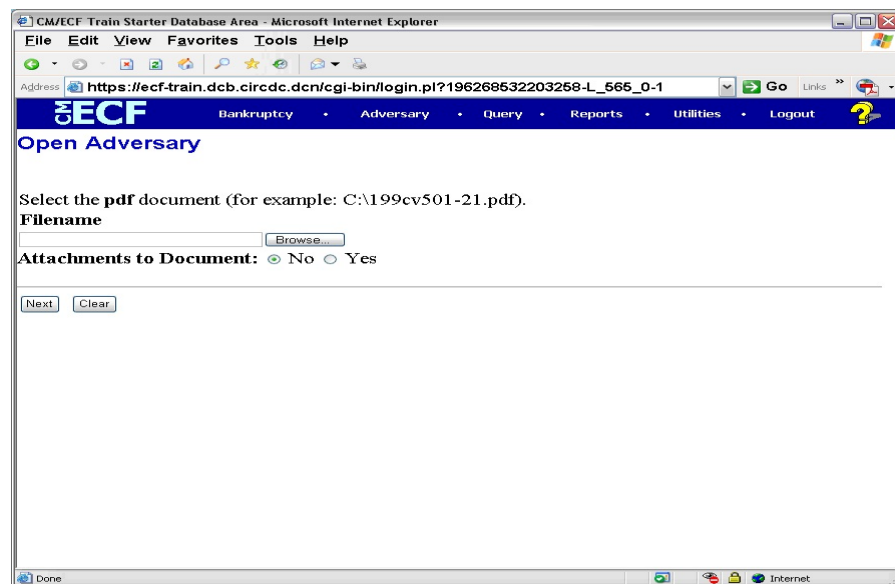
- none
- 01 (Determination of removed claim or cause)
- 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy))
- 11 (Recovery of money/property - 542 turnover of property)
- 12 (Recovery of money/property - 547 preference)
- 13 (Recovery of money/property - 548 fraudulent transfer)**
- 14 (Recovery of money/property - other)
- 21 (Validity, priority or extent of lien or other interest in property)
- 31 (Approval of sale of property of estate and of a co-owner - 363(h))
- 41 (Objection / revocation of discharge - 727(c),(d),(e))
- 51 (Revocation of confirmation)
- 542 (Breach of Contract, Turnover, Accounting, Unjust Enrichment)
- 61 (Dischargeability - 523(a)(5), domestic support)
- 62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud)
- 63 (Dischargeability - 523(a)(6), student loan)
- 64 (Dischargeability - 523(a)(15), divorce/sep property settlement/deed)
- 65 (Dischargeability - other)
- 66 (Dischargeability - 523(a)(1),(14),(14A) priority tax claims)
- 67 (Dischargeability - 523(a)(4), fraud as fiduciary, embezzlement, larceny)
- 68 (Dischargeability - 523(a)(6), willful and malicious injury)
- 71 (Injunctive relief - reinstatement of stay)
- 72 (Injunctive relief - other)
- 81 (Subordination of claim or interest)
- 91 (Declaratory judgment)
- SS (SIPA Case - 15 U.S.C. 78aaa et seq.)

- For multiple suits, start with your lead cause of action. Up to five may be entered.

NOTE: If there are multiple suites and one is a 727 Objection to Discharge, it is important to enter #41 as the Nature of Suite.

- The default in the **Rule 23 (Class Action)** box is *n*. Change the default to *y* only if this is a Class Action suit.
- The default in the **Jury Demand** box is *None*.
- For the case in this example, we will leave the default of **None**.
- **Demand.** If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is \$4550, \$5,000, or \$5499, you would enter 5 for \$5000, leaving off the 000. Since our Nature of Suit is Recover Money/Property we will enter **29** for \$29,000.00.
- Verify the data on your screen and then click **[Next]**.

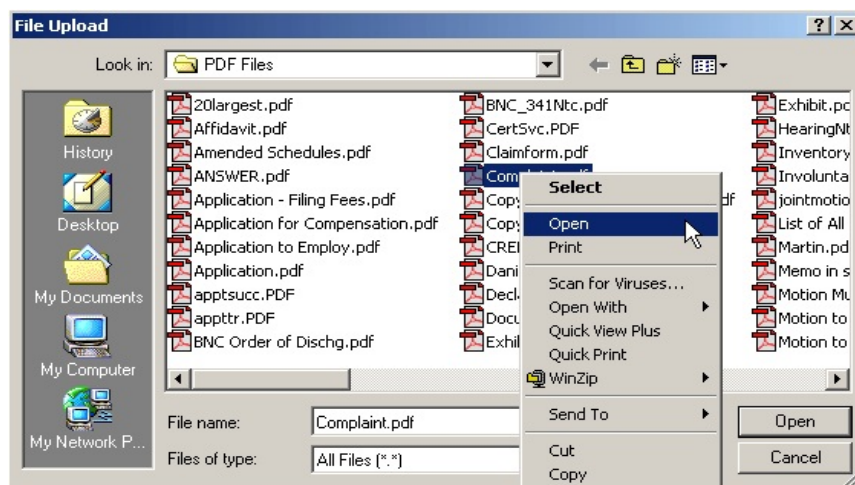
STEP 16 The **PDF DOCUMENT SELECTION** screen displays.



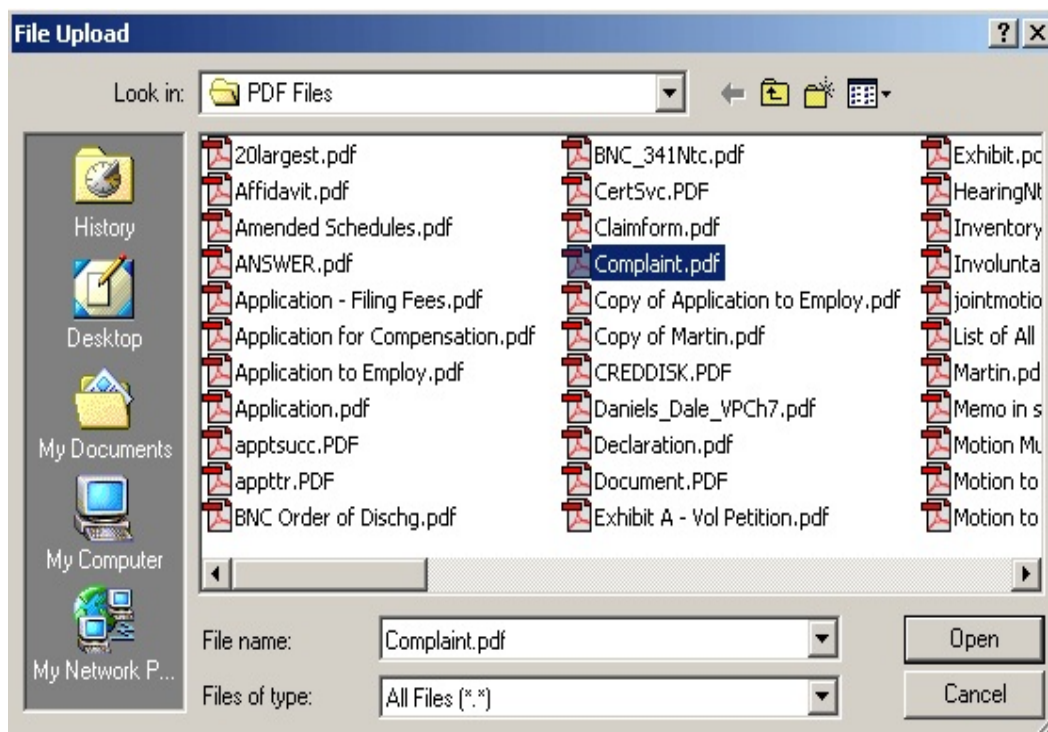
The screenshot shows a web browser window titled "CM/ECF Train Starter Database Area - Microsoft Internet Explorer". The address bar displays "https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?196268532203258-L_565_0-1". The page has a blue header with the "ECF" logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the page title is "Open Adversary". The main content area contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf).". There is a "Filename" label followed by a text input field and a "Browse..." button. Below this, it says "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

- To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.
- Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files (*.*)** then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.



- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box.



- The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box.

 No ☐ Yes'. At the bottom are 'Next' and 'Clear' buttons." data-bbox="213 183 829 469"/>

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary Case

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

C:\Data\From O on Lynx\PDF Files\Co

Attachments to Document: ☒ No ☐ Yes

- If not part of the complaint pdf, then the adversary cover sheet should be attached at this time. In this exercise, however, there will be no attachments. Attachments will be covered in another lesson. Therefore, leave the radio button indicating No.
- Click **[Next]** to continue.

STEP 17 The **FILING FEE** confirmation screen will display the complaint fee information.

NOTE: You may see a displayed message such as the one below for **COURT USERS ONLY:** Disregard this message.

CM/ECF Train Starter Database Area - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?196268532203258-L_565_0-1 Go Links

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary

COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727OBJ Flag Next.

Fee: \$250

- The Fee Amount defaults to the amount of the complaint filing fee as of February 2007, \$250.00.
- Click **[Next]** to continue. At the screen below hit **[Next]** again.

CM/ECF Train Starter Database Area - Microsoft Internet Explorer

File Edit View Favorites Tools Help

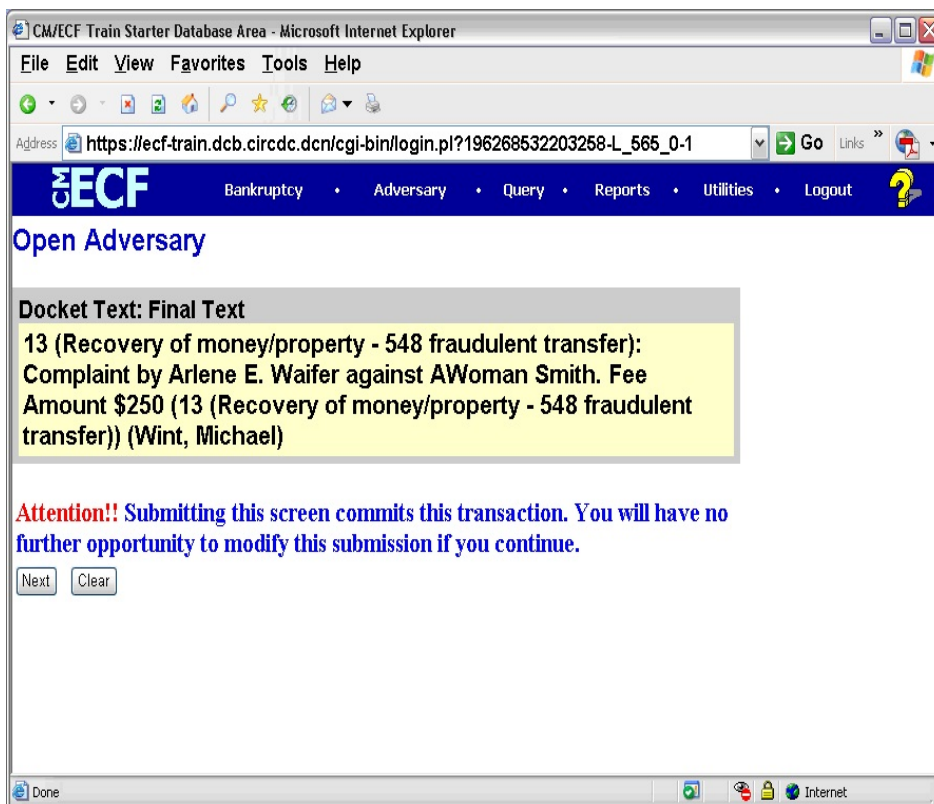
Address https://ecf-train.dcb.circdc.dcn/cgi-bin/login.pl?196268532203258-L_565_0-1 Go Links

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary

COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727OBJ Flag Next.

Fee: \$250

STEP 18 The **FINAL DOCKET TEXT** screen displays.

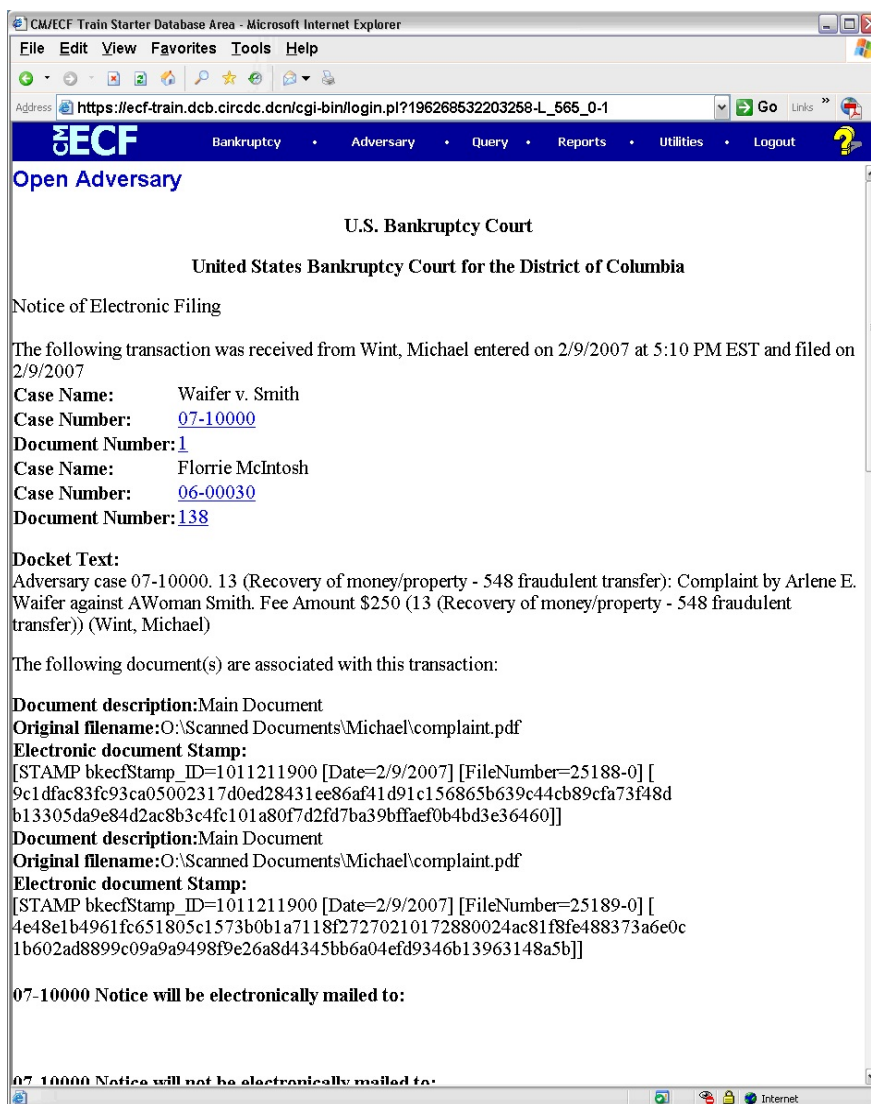
- Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
- If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: When an adversary case is opened, the complaint information is spread over to the main bankruptcy case.

The case number does *not* appear in the docket text.

When the judgment is rendered, the ruling will also spread over to the main bankruptcy case.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Adversary** hyperlink on the **Menu Bar**.

STEP 19 The **NOTICE OF ELECTRONIC FILING (NEF)** screen appears.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image. Clicking on either of these links will bring up the PACER login screen (see figure below). **The case number of both this adversary and the lead bankruptcy case appear.** This indicates that this complaint entry has spread to the bankruptcy case and will be available to anyone reviewing the Bankruptcy Docket report. The hyperlink to the imaged PDF complaint is also accessible from the bankruptcy case.

- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu.
- Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

- Further access to the **Notice of Electronic Filing** is available though the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report.

Filing Date	#	Docket Text
09/06/2002	1	454 (Recover Money/Property): Complaint by Household Financial Services against Frank G. Hammock, Carol A. Hammock. Receipt Number CC, Fee Amount \$150 (Walker, Heather) (Entered: 09/06/2002)

- Clicking on this bullet will display a copy of this notice. Attorney users will be presented with a PACER login screen first.

- When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

*****NOTE TO PUBLIC ACCESS USERS*****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.